

**Office Of Financial Institutions  
BONDS AND CRIME REPORTING AND INVESTIGATION**

**I. PURPOSE AND APPLICABILITY**

To establish procedures to report and investigate state property damage and loss and to report and investigate claims resulting from injuries to persons and damage to their property. In addition, to identify individuals responsible for taking necessary action to correct or otherwise resolve problems in these areas. These procedures apply to all OFI employees.

**II. RESPONSIBILITIES**

The following procedures will be followed:

- A. Damage to property such as vehicles, desks, chairs, and office equipment, or loss of supplies due to damage, should be reported to the OFI Safety Coordinator.

The Safety Coordinator will investigate the incident and will follow the steps outlined in Part Two of the Office of Risk Management Catalog of Insurance Coverages and Services to report claims to the Office of Risk Management. Additional steps for reporting vehicle damage are listed in OFI S-04-03 Driver Safety Program and in the Accident Reporting packet in each OFI vehicle.

- B. Property loss resulting from dishonest acts of state employees and private citizens such as burglary, robbery, or embezzlement of cash, checks, valuable papers, securities, office equipment, supplies, and tools should immediately be reported to the appropriate supervisor. The supervisor shall report the loss immediately to the Safety Coordinator who shall notify the appropriate OFI staff below:

1. All property claims - Property Control Manager, Administrative Director
2. Computer related - Information Services Manager, Administrative Director, Property Control Manager
3. Cash/Check related - OFI Accountant, Administrative Director, Financial Institutions CPA
4. All other - Administrative Director

The Safety Coordinator shall notify the police of the loss. For all losses for which a claim may be filed, the Safety Coordinator contacts the Office of Risk Management and completes the necessary forms to file the claim.


The Safety Coordinator investigates the incident and, in conjunction with the

appropriate supervisor, takes corrective action, where possible, to avoid reoccurrences. The action may be in the form of a revised procedure or additional security measures.

The OFI Property Manager reports tagged property items that are lost or stolen to the Louisiana Property Assistance Agency.

- C. Liability to others resulting from injuries to persons and damage to their property because of harmful actions of OFI employees and appointed officials should be reported to the OFI Safety Coordinator (auto claims, accidents, dangerous condition of state property) or to the Administrative Director (libel, discrimination, etc.). The Safety Coordinator or the person designated by the Commissioner will investigate and follow the steps outlined in Part Two of the Office of Risk Management Catalog of Insurance Coverages and Services to report claims to the Office of Risk Management. Additional steps for reporting vehicle damage are listed in OFI S-04-03 Driver Safety Program and in the Accident Reporting packet in each OFI vehicle.

APPROVED BY:

  
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John Ducrest, CPA  
Commissioner